



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment

Work Assignment Number

2-80

☐ Other ☐ Amendment Number:

Contract Number
EP-W-10-002

Contract Period 11/19/2009 to 11/18/2014
Base Option Period Number 2

Title of Work Assignment/SF Site Name
Sup for analy of prod sustaina

Contractor
INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Ele. 1, PI-5 1-6 1-7 Ele. 3, PI-11, Ele 4, PI-1 2

Purpose ☒ Work Assignment ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Period of Performance

From 11/19/2011 To 11/18/2012

Comments:

The purpose of this action is to initiate WA 2-80. The contractor shall submit a work plan and cost estimate in accordance with the contract.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1950-88A

SFC
(Max 2) ☐

Line	DCN (Max 6)	Budget/Y (Max 4)	Appropriation Code (Max 5)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 6)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 11/19/2009 to 11/18/2014 Cost/Fee: LOE

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE

Cumulative Approved: Cost/Fee: LOE

Work Assignment Manager Name Alison Kinn

Branch/Mail Code:

Phone Number 202-564-8859

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Stefan Martinyan

Branch/Mail Code:

Phone Number: 202-564-1987

FAX Number:

(Signature)

(Date)

Work Assignment SOW

Title: Support for Analysis of Product Sustainability

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-50

Estimated Period of Performance: Date of issuance to November 18, 2012

Estimated Level of Effort: 235 Hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Alison Kinn Bennett
Senior Advisor, US EPA Office of Pollution Prevention and Toxics
Environmentally Preferable Purchasing Program
EPA East Building
1200 Pennsylvania Ave, NW
Mail Code 7409M
Washington, DC 20460
Tel 202-564-8859, Fax 202-564-8899, E-mail kinn.alison@epa.gov

Contract Level COR:

Cheryl R. Brown
Office of Policy
EPA West Building
1200 Pennsylvania Avenue, N.W.
Washington, DC 20460
Room 4219A, Mail Code (18051)
Phone: (202) 566-0940, Fax: (202) 566-3001

Background:

This work assignment will help OPPT, OSEM, and other EPA Offices with a range of activities and services for EPA Product Sustainability efforts. The work assignment will be used to (1) update and keep current the EPA Standards Wiki and other EPA sustainability resources, (2)

develop and distribute best practices, principles, technical reviews, and other related sustainability products and activities, specifically through reports, meetings, web-based materials and tools, and other types of communication; and (3) help individuals involved with these efforts across EPA coordinate with each other within EPA, across other federal agencies, as well as with entities both private and public outside of EPA.

Purpose:

EPA Product Sustainability and similar sustainability based approaches are one of many priority areas addressing environmental challenges and using pollution prevention techniques. EPA Product Sustainability efforts, such as Voluntary Consensus Standards Development and Environmentally Preferable Purchasing rely on outreach, marketing, recruiting, partnerships, coalitions, ecolabeling, and other tools to help participants prevent pollution, cut waste, and reduce operation costs. EPA Product Sustainability efforts often serve as foundations for pollution prevention activities and a wide range of EPA efforts fall under this category. This work assignment allows us to provide various resources, tools and information for EPA product sustainability efforts and other sustainability related activities, with the aim of ensuring that these programs are achieving significant environmental results and meeting the demands of EO 13514 and other Agency priorities and directives.

Specifically, the contractor will be asked to assist EPA by performing the following tasks, among other things:

1. Research and analyze information in support of technical reviews of standards/codes related to sustainable products, and other issues.
2. Research and analyze information in support of the Executive Order 13514 Section 13 Workgroup on Product Standards and Ecolabels as well as related federal or other institutional buyer “green procurement” work. This includes research and analysis of standards for product sustainability and how institutional purchasers may apply those standards.
3. Augment and make more accessible EPA’s Standards Tracking Toolkit and Green Product Attributes and Criteria via the existing Standards Wiki.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1: Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, and a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2: Research and Analysis

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support (p. 1-5, Research; p. 1-6 Data gathering and information management; p. 1-7, Reports); Element 3: Evaluating innovation (analyses of trends, opportunities, and existing and proposed legislation and regulations, pp.1-10-11); Element 4: Encouraging broad-scale application of innovations (policy development, technical assistance, strategic planning; p. 1-12).]

The Contractor shall provide information, advice, and expertise on Product Sustainability. EPA at its discretion may take incomplete or partial work products and complete them "in-house."

Specifically, under this task, with direction from the WA COR, the contractor shall review and analyze product sustainability standards and provide information regarding how they compare to EPA's green product attributes and criteria. In addition, the Contractor shall provide advice and expertise regarding how EPA's green products attributes and criteria might be improved upon per marketplace best practices.

Deliverables and schedule under Task 2:

2a: Draft initial products as described above (identified by WA COR) as requested by WA COR within 2 weeks of request, depending upon external standards development comment due dates.

2b. Revisions due within 1 week of WA COR comments, depending upon external standards development comment due dates.

2c. Copies of final product within 1 week of WA COR request, depending upon external standards development comment due dates.

Task 3: Outreach and Communications Materials

[EP-W-10-1002 Performance Work Statement, Element 1: Planning and Management Support, p. 1-6 Communication]

As directed by the WA COR, the contractor shall work with EPA to help update and quality check the Product Sustainability website and presence. This will include our inter- and intra-net sites, with a focus on the Standards Tracking Toolkit and the Green Product Attributes and Criteria on the EPA Standards Wiki, as well as other web based tools that may be helpful to EPA managers and staff.

Deliverables for Task 3:

3a. Plan/outline for updating web products within 1 month of WA.

3b. Website relaunch and continued refinement within 3 months of WA approval.

Summary of Deliverables and Dates:

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

2a: Draft initial products as described above (identified by WA COR) as requested by WA COR within 2 weeks of request, depending upon external standards development comment due dates.

2b. Revisions due within 1 week of WA COR comments, depending upon external standards development comment due dates.

2c. Copies of final product within 1 week of WA COR request, depending upon external standards development comment due dates.

3a. Plan/outline for updating web products within 1 month of WA.

3b. Website relaunch and continued refinement within 3 months of WA approval.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-50



Other



Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Sup for analy of prod sustaina

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Elt. 1, P1-5 1-6 1-7 EIt. 3, P1-11, EIt 4, P1-1 2

Purpose



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

from 11/19/2011 To 11/18/2012

Comments:

The purpose of this action under Work Assignment (WA) 2-50 is to approve the contractor's work plan dated August 16, 2012 for 235 level of effort hours, (b)(4) in estimated costs, and (b)(4) in fixed fee, for a total of \$24,998.23.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

11/19/2009 to 09/19/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 08/16/2012

Cost/Fee: \$24,998.23

LOE: 235

Cumulative Approved:

Cost/Fee: \$24,998.23

LOE: 235

Work Assignment Manager Name Alison Kinn

Branch/Mail Code:

(Signature)

(Date)

Phone Number 202-564-8859

FAX Number:

Project Officer Name Cheryl R. Brown

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